



Office of Special Events

CITY OF GRAND RAPIDS

Wedding Application

Submit this application with your \$100 non-refundable, non-transferable application fee no later than 90 days prior to your intended wedding date. The application should be filled in its entirety using complete, clear and accurate information; "TBD" will be considered incomplete and your application will not be accepted. Submission of this application does not guarantee your wedding date or location. For helpful tips, read the Planning and Resource Guide found at grandrapidsmi.gov/specialevents.

Name (Bride): _____ Name (Groom): _____

Primary Phone: _____ Primary Phone: _____

Email Address: _____ Email Address: _____
(Must have functioning e-mail) (Must have functioning e-mail)

Mailing/Billing Address _____
Street City/State/Zip Code

Coordinator _____

Mobile _____ Email _____

Requested Site/Park

- ☐ Rosa Parks Circle* ☐ Ah-Nab-Awen Park* ☐ Riverside Park ☐ Calder Plaza ☐ Lookout Park
☐ Gillett Bridge** ☐ Richmond Park ☐ Heartside Park* ☐ Canal Park* ☐ Lyon Square*
☐ Sixth Street Park* ☐ Garfield Park ☐ Pleasant Park ☐ Wilcox Park* ☐ Blue Bridge**
☐ Other: _____ ☐ Add a park shelter/pavilion: _____

Please Note: *No additional events are permitted during ArtPrize. **Bridges can be closed up to 4 hours.

Wedding Day & Date _____ Estimated Attendance _____

Actual Start Time _____ Actual End Time _____

Set-up Time _____ Take-down Time _____

Wedding Day Contact (if different from above) _____

Mobile Phone: _____ Email Address: _____

Wedding Permit Application

201 Market SW 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • specialevents@grcity.us
grandrapidsmi.gov/specialevents



Wedding Fees

All fees will be included on a final invoice and must be paid 30 days prior to your wedding date.

Please note: All fees are subject to change at any time.

Application	\$100
Wedding Permit	\$100
Sites	
Rosa Parks Circle	\$1500
Ah-Nab-Awen Park	\$1200
Calder Plaza	\$1000
Riverside Park	\$750
Gillett Bridge or Blue Bridge	\$750
Canal Park, Sixth Street Park, Heartside Park or Wilcox Park	\$500
All Other Parks or Sites	\$500+

(Park Shelters are rented separately: \$100/4 hours, \$50 each additional 4 hours)

Site Map *(separate attachment required)*

Please include a detailed diagram and written description of your site. Be sure to include placement of equipment, activities, attendees, etc.

Timeline

Please list the specific activities that will occur during your wedding including the time and location for each activity. These items should be clearly marked on your site map.

Activity	Location	Time/Duration
Activity	Location	Time/Duration
Activity	Location	Time/Duration

Recycling and Refuse Clean-Up Plan

The City of Grand Rapids requires a cleanup plan that includes refuse removal and recycling at all events held on City owned properties. Locations should be demarcated on your site map.

☐ I would like information about Refuse/Recycling Services provided by GR Public Services
Private Refuse Company: _____ Phone Number: _____
Drop Off Date/Time: _____ Pick-Up Date/Time: _____



Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the event? ☐ Yes ☐ No

If yes, please indicate on the site plan the locations and directions of the stages, speakers and sound system in proximity to residential areas. Amplified sound is permitted between 7 am until 10:00 pm.

Amplified sound will be used from _____ AM to _____ AM
_____ PM to _____ PM

Sound Company _____ Phone/Email _____

Contact Name _____ Mobile _____

Restroom Facilities (demarcated on my Site Map ☐ Yes ☐ No)

☐ Park Public Restrooms (*check Resource Guide for availability*)

☐ Private Company

Portable Bathroom Company _____ Phone Number _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Tents (demarcated on my Site Map ☐ Yes ☐ No)

Will there be any tents ☐ Yes ☐ No

of Tents _____

Will any tents be larger than 20 x 20? ☐ Yes ☐ No

Will there be cooking under tents? ☐ Yes ☐ No

Tent Company _____ Phone Number _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Food and Beverage (*Please see Resource Guide for requirements*)

Will food be served? ☐ Yes ☐ No

Will food be cooked/prepared on site? ☐ Yes ☐ No

Will caterers be used? ☐ Yes ☐ No

Will food be sold? ☐ Yes ☐ No

Will food trucks/trailers vend/serve? ☐ Yes ☐ No

List all caterers and vendors with contacts _____

Beer/Wine (*Please see Resource Guide for requirements*)

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? ☐ Yes ☐ No

(*If sold, a MLCC liquor license is required*)

Will you use a caterer to serve/sell? ☐ Yes ☐ No

Alcohol caterer name and contact: _____

Additional Inspections

Additional inspections may be required based on your responses to previous questions. Please visit the OSE Planning and Resource Guide found at grandrapidsmi.gov/specialevents.

Certificate of Insurance

(Please see Resource Guide for requirements)

- ☐ Included with application
 ☐ Will use City's TULIP Program
 ☐ Will submit 30 days prior

☐ Liquor Liability needed

Equipment Rental

Please provide an accurate request for equipment rental as you will be charged for any equipment that is requested and delivered whether you use it or not.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	1	28' x 14' 6"	\$600 plus OSE Labor		
Stage extensions rented with stage	28	4' x 8'	\$25 each		
Bleachers 180 seats	6	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (2 speaker; battery)	1	-	\$200		
P.A. System (1 speaker; battery)	1	-	\$200		
P.A. System (electric)	1	-	\$200		
Power Boxes	17	-	\$80 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	108 21	111-4'x8' sections 20-4'x6' sections	\$10/each or \$700 for trailer		
Drum Risers	10	3' x 5' x 10'	\$15 each		
Stage Risers w/ stairs	2	4' x 8' x 3'	\$40 each		*only 1 set of stairs available
Blue Grand Rapids City Logo Tents	12	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Tables (10 minimum)	50	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	25	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Stacking Chairs (25 minimum)	168	-	\$1 per chair		
Black Folding Chairs (25 minimum)	198	-	\$1 per chair		
White Folding Chairs (25 minimum)	99	-	\$1.30 per chair		

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Wedding Application Submission

By signing this form you are stating that the application is complete and true to the best of my knowledge. All incomplete applications will not be accepted but will be returned and your wedding date released. Please note: Submittal of your application does not guarantee approval of your wedding date or location. Fees are subject to at any point in time. After review by the OSE of your application, you may be asked to make some adjustments to your plans based on the availability and scheduling of other events. You may be required to attend a Special Events Review Committee meeting in order to receive a permit for your wedding.

You will not receive your official Wedding Permit until all licenses, fees and notifications that are listed on the Special Event Checklist have been processed. **You will receive an invoice via email approximately 30 days prior to your wedding date at which time all fees must be paid to the City of Grand Rapids Treasurer prior to your wedding.** The OSE recommends that you do not advertise your wedding date and location until you have written approval and acceptance of your wedding application.

Day & Date of your wedding _____

Location of your wedding _____

Bride Printed Name _____

Bride Signature _____ Date: _____

Groom Printed Name _____

Groom Signature _____ Date: _____

By signing and dating above, I am stating that I have read through and completed all sections of the wedding application that pertain to my event, included all required attachments including the \$100 application fee and that all my statements are true. I understand approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.

Wedding Planner Checklist *(for event planners to use to complete the Wedding Permit process)*

- ☐ Application *(due 90 days prior to desired event date)*
- ☐ Certificate of Insurance *(due 30 days before event date)*
 - City of Grand Rapids listed as certificate holder and as additional insured
- ☐ Site Map *(separate attachment)*
 - Park shelter limited availability through Parks & Recreation (616.456.3696)
 - Diagram
 - Written detail
- ☐ Wedding timeline
- ☐ Community notification plan
 - Copy of written neighborhood notification
 - List of residents and businesses with contact information to be notified
- ☐ Public Works clean-up plan (616.456.3232)
 - Refuse removal plan
 - Recycling plan
- ☐ Parks and Recreation restroom facilities (616.456.3696)
 - Portable bathrooms
 - Handicap units
 - Hand sanitizer
- ☐ Food and vendor list
 - Kent County Health Department license (616.632.7100)
 - City Clerk permit (616.456.3010)
 - Grand Rapids Fire Department inspection (616.456.3900; *day of for outdoor cooking and/or tents*)
- ☐ Liquor license
 - Grand Rapids Police Department Vice approval (616.456.4800; *due 30 days before event date*)
 - MLCC license
 - Liquor liability insurance
 - City Clerk approval (616.456.3010)
- ☐ Amplified noise plan
- ☐ OSE equipment rental
- ☐ Grand Rapids Fire Department inspection (616.456.3900)
- ☐ City of Grand Rapids building inspection (616.456.4100)
- ☐ Michigan State Environmental inspection (800.662.9278)
- ☐ OSE Event Review Committee meeting *(90 days before event date after submission of application)*
- ☐ Written approval of application
- ☐ OSE pre-event review meeting *(30 days before event date)*
- ☐ Event invoice paid in full *(prior to scheduled event date)*
- ☐ Wedding Permit received *(issued after all requirements are met)*